



Solicitation Information

Date: January 7, 2013

RFP # 7459222

TITLE: Architectural & Engineering Services to Replace HVAC System for Chapin Health Lab

Submission Deadline: Friday February 1, 2013 @ 11:00 AM (EST)

Questions concerning this solicitation may be e-mailed, in Microsoft Word format, to the Division of Purchases at questions@purchasing.ri.gov no later than **1/22/2013 @ 12:00 Noon EST**. Please reference the RFP # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**Thomas Bovis
Interdepartmental Project Manager**

**Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us.**

NOTE TO VENDORS:

**Offers received without the entire completed three-page RIVIP
Generated Bidder Certification Form attached may result in
disqualification.**

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases is soliciting proposals for Architectural and Engineering services from qualified respondents, and in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase. This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov

This is a Request for Proposal, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this request, other than to name those Offerors who have submitted proposals.

Firm selected or any subcontractor hired by the firm who provides services for this RFP is not eligible to bid on any underlying construction or future independent consulting services for this project.

Please note the following:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All cost associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the Offeror. The State assumes no responsibilities for this cost.
4. Proposals are considered to be irrevocable for a period of not less than one hundred twenty (120) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All prices submitted will be considered to be firm and fixed unless otherwise indicated herein.

6. Proposals misdirected to other state locations, or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibilities for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontractors are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security Number as evidenced by a Form W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases' website on a regular basis, as additional information or changes relating to this solicitation may be released in the form of an addendum to this RFP. It is the responsibility of all potential Offerors to monitor the website and be familiar with any changes issued as part of an addendum.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) - §28-5.1-1
Declaration of policy – (a) Equal opportunity and affirmation action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-2040). This is a requirement only of the successful vendor(s).

14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirement, which should address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, please contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or by email at charles.newton@doa.ri.gov.

An original Proposal plus four (5) copies, including Standard Form 330 (available on the Purchasing Website on the Standard Forms page); other details including personnel, experience, and qualifications data may be provided. The State reserves the right to make an award or to reject any or all proposals based on what it considers to be in its best interest.

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan; the fixed fee price (subject to further downward negotiation); and an hourly rate schedule by employee title for additional services that might be required beyond the original Scope of Work.

Respondents are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation, shall not exceed architect/engineer's actual cost incurred x 1.04.

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind TAB 1 of each copy of the Proposal.

An offeror who does not have a current Rhode Island Certification of Authorization for the firm and current Rhode Island registration(s) must acknowledge non-compliance with this requirement and confirm in writing that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and Certificate of Authorization(s), the attainment of which will be required before an award will be made. The letter of acknowledgement must be included behind TAB 1 of each copy of the Proposal.

To acquire a Rhode Island registration(s) and Certificate of Authorization the Board of Design Professionals can be contacted as follows:

Board for Design Professionals
One Capitol Hill (3rd Floor)
Providence, RI 02908-5860
Tel: 401-222-2565
Fax: 401-222-5744
Website: www.bdp.state.ri.us

The respondent's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.

Proposals to provide the required services must be received by the Division of Purchases on or before Friday February 1, 2013 at 11:00 am (EST). Responses (**a clearly marked original** plus four (**5**) copies) should be mailed or hand-delivered in a sealed envelope marked "RFP NUMBER: **7459222** to:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals must be presented to the Purchasing Receptionist for check-in and time stamp prior to the bid opening date and time. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The "official" time clock is located in the reception area for the Division of Purchases. **(Please be advised that Fedex/UPS do not always arrive by 10:30 am. It is recommended that you send your submission to arrive at least one day early)**

SECTION 2 – SCOPE OF WORK

General:

Provide architectural, engineering, and design services to create a series of reports and bid documents for the Rhode Island Department of Administration for the rejuvenation of HVAC at the Chapin Health Lab, Providence, RI.

Background:

The 68,400 square feet Chapin Health Lab Building, located at 50 Orms Street Providence, RI, was built in 1976 and houses the Rhode Island Department of Health Laboratory. The building is a four story structure constructed of brick facing with single pane aluminum windows.

General business hours are 8:30 am – 4:30 pm, Monday through Friday, but the Labs are sporadically occupied after hours until 7 pm and sometimes on weekends. The Medical Examiner's offices on the first floor are always occupied.

The facility houses the following operations and testing labs:

- Breathalyzer testing
- Air pollution testing
- Sanitary microbiology testing
- Stool testing
- Mosquito testing (West Nile, etc.)
- Bioterrorism lab
- Food chemistry
- Pesticide testing
- Tuberculoses
- Rabies
- SBL-3 Lab
- Medical Examiners autopsy labs and storage

Mechanical Systems

Steam for heating and domestic hot water is provided by two 250 HP steam boilers manufactured by Clever Brooks. The boilers are equipped with dual-fuel burners rated for 10,461,000 Btu/Hr of natural gas and 70.0 Gal/Hr fuel oil. Although the burners have dual-fuel capability, natural gas is used as the primary fuel source. The

boilers produce 60 psi steam for the autoclaves, space heating and domestic hot water heating.

Two (2) steam-to-hot-water converters located in the basement produce the hot water for the perimeter radiation and hot deck heating in AHU 1 & 2. Two 5-HP pumps piped in parallel circulate the heating hot water to the perimeter radiation in the building. Two 10-HP pumps piped in parallel circulate the heating hot water to the heating coils of AHU 1 & 2. The pumps operate at a constant speed and currently have no speed control. As per the drawings steam is utilized for preheat, heating and humidification for AHU's 3 & 4. Steam generated by the boiler also serves the autoclave and heat exchanger for the domestic hot water storage tank.

Cooling for the building is provided by a two (2) Trane Series R Centravac electric chillers installed in 1998. One chiller has a cooling capacity of 215 tons and the other has a capacity of 150 tons. The chilled water produced by the chillers is circulated by two 20 HP chilled water pumps (lead/lag). The pumps operate at a constant speed like the hot water pumps and currently have no speed control. There is a Baltimore Air Coil Cooling tower located on the roof that provides the condenser water for chillers. The condenser water from the cooling tower to the chillers is circulated by two (2) 20-HP circulating pumps (lead/lag).

The air distribution system for the space conditioning is a dual duct system with a hot deck and a cold deck. Conditioned air from the hot deck and cold deck is mixed at the 119 terminal boxes located throughout the spaces. The quantity of mixed air is regulated by the space temperature. According to facility personnel, outside air is utilized in the winter time for the cold deck. Utilizing a hot deck, cold deck configuration for space conditioning is very energy inefficient.

Conditioned air in the space is distributed by four AHUs located on the roof. AHU 1 & 2 are rated for delivering 60,000 CFM each having two supply fans and one return fan. As per the drawings, AHU 1 & 2 have supply fan motors rated for 100 HP each. The hot water flow through AHU 1 & 2 is regulated by three way control valves. AHU 3 is rated for delivering 2,000 CFM with one supply fan motor rated for 1-H.P. AHU 4 has one supply fan motor rated for 7.5-H.P and delivers 14,000 CFM of air. AHU 3 & 4 utilize 100% outside air.

There are 55 exhaust fans that serve the building. Thirty exhaust fans are dedicated for the fume hoods located in the labs. According to facility personnel, each exhaust fan serves two hoods, up and down. Fume hood are constant volume hoods, and have Alnor Air Guard 335 monitors for face velocity with alarms. Face velocity testing is performed periodically. During the walkthrough we noticed that many hoods are out of compliance (<100 fpm). Most hoods appear to have make-up air with heating only. Fume hoods are equipped with Allen Bradley on/off switches that control the exhaust fans.

The building's energy management system is comprised of an older pneumatic control system manufactured by Johnson Controls. A single air compressor located in the basement provides the compressed air needed for the pneumatic control devices.

Based on information provided by facility personnel as well as original control drawings from 1977, the following equipment is currently controlled by the existing Johnson Controls system:

- (4) AHUs
- (2) hot water converters
- Chillers
- Chilled water and condenser water pumps
- Cooling tower
- Hot water pumps
- Exhaust fans are on time clocks

Tasks Included in this Scope of Work:

1. The HVAC system and its components deliver insufficient cooling, insufficient mechanical ventilation, and has poor controls for heating and for cooling. For this project, analyze and determine the deficiencies of the HVAC systems of each system separately, and recommend various new or upgrades of existing systems, an economic analysis including cost benefit and life cycle of each proposed system and estimate the installation costs thereof. Provide bid, engineered plans and construction documents for the accepted best design that meets present codes and any regulations of accreditation for the facility.

Supplement to the Scope of Work

The following requirements of the Division of Purchases are additive to the agency's Scope of Work:

A. Payments to the Architect and/or Engineer

Payments on account of the architect and/or engineer's basic services shall be made monthly in proportion to services performed.

B. Reimbursable Expenses

Included in price

C. Energy Efficiency

Energy efficiency is an important consideration. If appropriate to the design of this project, the architect and/or engineer will collaborate with the National Grid Company to achieve any cost reductions possible from that company's rebate program for energy efficient design.

D. Mercury Reduction and Education Act – Rhode Island General Law, Chapter 23-24.9

The Architect/Engineer shall comply with provisions of this Act and make every effort to specify non-mercury containing products whenever non-mercury containing products are available as a suitable alternative.

The successful respondent shall be solely responsible for meeting all terms and conditions specified in the Request for Proposals and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Rhode Island Department of Administration shall reserve the right to clarify the terms and conditions of any proposal submitted. The respondent recommended for this award will be notified by the Department of Administration. A contract will be developed in cooperation with the Rhode Island State Department of Administration and the award recipient that will incorporate a final work plan and schedule.

SECTION 3 - EVALUATION AND SELECTION CRITERIA

RESPONSES:

- a) Responses will be evaluated in two parts. Part One is a Technical proposal and Part Two is a Professional Fee proposal. Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation.
- b) Part One will require a Technical submission and will be evaluated on the following criteria:
 - i. Competence to perform the desired services by virtue of the **experience of the firm, project principals, consultants and partners** in providing similar

services, and the qualifications and experience of the staff who would be assigned to perform the services (35 points).

- ii. Ability to perform the services expeditiously, as stated in the **project plan** reflecting current workload and the availability of an adequate number of personnel and evidence that the OFFEROR analyzed, interpreted and discussed issues presented by the project in a manner likely to meet the needs of the Owner and end users (20 points)
 - iii. Past performance, as reflected by the evaluation and **references** of clients for whom similar work has been performed, including but not limited to other state agencies, ability to meet deadlines, and control of costs (15 points).
- c) All Offerors must receive a minimum score of 50 points on the Technical proposal submission. Offerors not scoring at least 50 points will not be considered further.
 - d) A Professional Fee proposal **must** be submitted as part of this solicitation in a **separate, sealed envelope**. The cost proposal will represent **30** points for a possible total score of 100 points.
 - e) The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and expected reimbursables.
 - f) **The Professional Fee proposal will provide a total fixed cost for the entire project as a Lump Sum price. THIS SHALL BE A FIXED FEE (DOLLAR AMOUNT), which INCLUDES, as a separate line item, expected reimbursables.**
 - g) ALL WORK INDICATED IN THIS RFP MUST BE INCLUDED and A LUMP SUM FIXED FEE (DOLLAR AMOUNT) must be provided, or the bid will be rejected as being non-responsive.

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

Criteria	Possible Points
Staff Qualifications / Experience	35 Points
Quality of Project Plan	20 Points
References	15 Points
Cost [calculated as the lowest cost divided by this cost times 30 points]	30 Points
Total Possible Points	100 Points

A Technical Review Sub-Committee will review all submissions. After review, one or more respondents may be invited to present to the Technical review Committee and answer questions.

The successful vendor shall be solely responsible for meeting all terms and conditions specified in this request, their proposal and any resulting contract. Subcontractors must be approved by the State; however, it is the responsibility of the selected vendor to supervise and monitor the work performed by the subcontractor.

The successful vendor must agree to provide the contract deliverable by the dates established in the final work plan and schedule.

PRE-SUBMISSION QUESTIONS, PRE-SUBMISSION MEETING

- a) Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases (the email address is found on page 1 of this solicitation) no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP # (found on page 1 of this solicitation) on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

3.4) PROPOSAL SUBMISSION

- a) Offers to provide the services covered by this Request must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the **RFP number** (found on page 1 of this solicitation) and the words “**Architectural & Engineering Services to replace HVAC System Chapin Health Labs**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

- b) NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date

and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The “official” time clock is located in the reception area for the Division of Purchases.

3.5) PROPOSAL CONTENTS

- a) Proposals must include the following:
 - i. A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
 - ii. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page.
 - iii. In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked “Original”.

3.6) TECHNICAL PROPOSAL - NARRATIVE, PROJECT PLAN AND REFERENCES:

- a) **Experience of the firm and project principals-** Describe the firm’s general experience as well as its experience and qualifications with projects of a similar size, scope and use. Identify the Project Manager, other consultants as well as other members of the project and design team. Please list the level of effort to be committed to this project by each assigned staff or consultant in hours per week for the duration of the project. List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants. Include Standard Forms 330 in this section.
- b) **Project Plan-** This section shall describe the firm’s understanding of the State’s requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. The description of approach shall discuss and justify the proposed approach for each task, and the technical issues that will or may be confronted at each stage and steps taken to assure that the project conform to time and financial constraints. The Work Plan description shall include a general project schedule that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and deliverables for each.
- c) **References-** Please list all projects completed within the past five years by the lead firm that are of a similar size, scope and use and provide the principal

contact, including contact information. These individuals may be contacted by members of the selection committee for further information. Please see evaluation criteria relating to references.

3.7) PROFESSIONAL FEE PROPOSAL

a) Professional Services Fee Proposal scoring- 30 Points

The bidder of the lowest opened Professional Services Fee Proposal will receive the full 30 points. The other opened Professional Services Fee Proposals will be allocated points prorated to its correlation to the low bid (e.g. a bid of twice the amount of the low bid will receive 15 points). Professional Fee proposal points are determined by the following formula: x/n (y) = **points awarded**; whereas “ x ” = lowest opened bid, “ n ”= this bid under consideration and “ y ”= 30 points.

- b) Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

2.8) EVALUATION CRITERIA QUESTIONS:

a) Experience of the Firm and Project Principals –up to 35 Points

- i. Does the OFFEROR have experience with projects of a similar size, scope and use?
- ii. Does the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project?
- iii. Are staff and consultants assigned to this project experienced with projects of similar size, scope and use, with consideration given to federal Demand Analysis requirements, COST ESTIMATES for these use groups, programming and design of new Veterans homes, programming and design of assisted living facilities, renovation of existing human services facilities and master planning?
- iv. Does the architectural team appear able to incorporate program goals and criteria into their design work?
- v. Does the OFFEROR have LEED Accredited Professionals on Staff?

b) Project Plan –up to 20 Points

- i. Did the OFFEROR analyze, interpret and discuss issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?
- ii. Does the proposed plan appear sensitive to budget and time constraints?

- iii. Does the plan address relevant design and program issues?
- iv. Does the plan include a discussion of value engineering and LEED standards?
- v. Does the OFFEROR identify both constraints and opportunities posed by this project?
- vi. Is the project timeline and schedule achievable (not overly optimistic or needlessly long)?
- vii. Is the staff to be assigned to the project, including a project manager, sub-contractors, engineers and others, identified including FTE and/or hourly effort? Does the level of effort for each appear adequate?

c) References – Past Performance – up to 15 Points

- i. Were the references provided related to projects of a similar size, scope and use to the proposed project?
- ii. Did the Offerors final project provide a good design and program fit?
- iii. Did the OFFEROR identify problems and issues in a timely and complete manner?
- iv. Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?
- v. Did the OFFEROR adequately research relevant design and program issues?
- vi. Was the Offerors design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?
- vii. Did the project come in on time and on cost? Did the OFFEROR contribute to overruns? Were there an excessive number of change orders?
- viii. Was the project designed for energy efficiency?
- ix. Does the OFFEROR have a history of delivering projects on time and on budget?
- x. Is the OFFEROR'S cost estimator able to make reliable cost estimates?

2.9) ADDITIONAL TERMS AND CONDITIONS

- a) Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor's submission.
- b) The successful firm shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Rhode Island Department of Administration shall reserve the right to clarify the terms and conditions of any proposal submitted. The firm recommended for award will be notified by the Department of Administration. A contract, based on standard A.I.A. documents will be developed by the Rhode Island State Department of Administration/Central Services and the Division of Property Management and will incorporate a final work plan and schedule. The selected firm must agree to provide all deliverables by the dates established in the final work plan and schedule in the resulting contract.
- c) The vendor must complete all tasks listed throughout this request within the time frame specified in the final work plan and schedule and in the resulting contract and, also:
- d) Appoint a project manager who will be responsible for seeing that all services are performed within the agreed upon time limits and meet the needs of the Owner. The vendor shall not change its designated representative during the performance of the services without prior written consent by the Rhode Island Department of Administration/Division of Capital Projects and Property Management.
- e) The firm must comply with all State and Federal statutory, regulatory and ANSI standards. The firm must cooperate and coordinate with other state agencies, contractors or entities, if necessary, to successfully complete this proposal. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records and systems must be kept confidential at all times during and after completion of the project.
- f) All project documents shall be submitted in hard copy and in electronic format.
- g) Five percent (5%) retainage shall be held by the State until the satisfactory completion of the above referenced scope of work.

- h) **Conflict of Interest** – The successful firm will attest that neither the firm, its employees nor its consultants shall have, or enter into, any contract or business venture with any general contractor or trade sub-contractor who is chosen to work on this project. This provision, does not apply to any and all sub-contractors hired to provide sub-contractor services during the investigation phase.
- i) **Cancellation for Convenience**- The State reserves the right to cancel for its convenience, and give seven day's notice, any and all contracts that are entered into as the result of this award and the firm shall have no claim to any reimbursement for lost work or profits and only have claim for work done until the date of cancellation for convenience.
- j) **Bid Review and Contractor De-scoping**- The firm shall make the project principals and all key engineering staff and/or consultant(s) available for de-scoping. The results of this de-scoping shall be made part of the contract.
- k) The successful firm will be allowed to invoice monthly based on the percentage of work completed.
- l) The retainage shall be held in an amount of 5% on all payment applications until final
- m) **VE Incorporation at no Extra Cost**- The firm shall perform, at no additional cost, any and all value engineering as required to bring the project into budget after the receipt of the professional, independent COST ESTIMATES. The firm shall also keep an informal statement of probable cost and provide value engineering corrections on an ongoing basis paralleling project programming and project design work.
- n) The Professional cost estimator required for construction cost estimates must NOT be an employee of the awarded firm and must NOT be a regular employee of a construction firm.

END